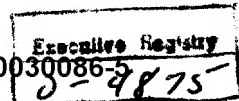


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Executive

24 May 1949

Chairman, Intra-Agency Committee on Administrative Overt Procedures

Recommendations on Issuance System

1. The Intra-Agency Committee on Administrative Overt Procedures recommends the following action which is in agreement with the recommendations of the Committee on Administrative Covert Procedures:

a. Three-post binders be used by holders of full manual to file manual issuances. Standardized three-ring binders be used by holders of partial manual to file issuances pertinent to their needs.

b. The over-all security classification of the manual be SECRET. Each page be classified in accordance with the nature of its contents. TOP SECRET issuances be handled separately.

c. A tab-divider system be adopted. (Exceptions relating to subdivision dividers and color of dividers are shown in paragraph 2 b.).

d. The numbering system and page format be identical to sample attached to the Covert Committee recommendations. (Exception regarding pagination is shown in paragraph 2 c.).

e. Additions to subparagraphs be incorporated by use of a decimal and the next open numerical identification.

f. Offset reproduction be used for both Agency and intra-office issuances.

g. All policy, instructional and procedural information of a semi-permanent or permanent nature and having general applicability be included in the manual. Administrative notices of a temporary nature be issued separately. (Note: The Covert Committee spells out the format for notices in considerable detail).

h. Appropriate distribution markings be indicated on each page of the manual.

i. Each manual issuance be issued with a transmittal sheet which will indicate the changes or additions being made. The transmittal sheet also indicate if an issuance having a restrictive distribution has been issued under the last preceding transmittal sheet. The transmittal sheet will include a typed signature of the approving official.

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j. The Management Office hold the signed draft of all issuances. The separate manual issuances will not carry the signature of the approving officials.

2. This Committee recommends the following action which is not in agreement with the Covert Committee:

a. The subject categories of the manual be established as follows and be arranged in the following sequence:

- (1) Manual Instructions
- (2) Budget and Finance
- (3) Communications
- (4) Correspondence and Files
- (5) Liaison
- (6) Operations
- (7) Organization and Functions
- (8) Personnel and Medical Services
- (9) Security
- (10) Supply and General Services
- (11) Travel and Transportation

b. The major tab-dividers be clear. Each office determine its own divider system for intra-office issuances.

c. The code designation "CIA" be used on each page for Agency-wide issuance. Issuances of the separate offices of CIA bear their organizational code designation, e.g., "ORE."

d. An alphabetical subject index to category and first subdivision be included and revised.

e. No recommendation is made regarding numbering or organization of field sections of the manual.

3. In addition, this Committee recommends that wherever possible each subject should be covered completely under one heading instead of treating the subject separately under each category of the manual.

4. There has been no coordination of the recommendations of this Committee with the operating offices.

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5. In connection with distribution of the full manual, the Committee recommends that manuals be distributed to each Division. Exceptions will be made where required to provide more manuals or to eliminate distribution to particular Divisions.

JOHN S. WARNER  
Chairman

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